

Chapter 4 - Document Processing

Introduction

This chapter describes specific procedures for batch and document processing in AFS. It includes detailed instructions for entering and correcting document data online using both Document Suspense (SUSF and SUS2) screens and Document Data Maintenance (DDM) screens.

Conventions

The following conventions are used in this chapter:

- ! Batches and documents are sometimes referred to as transactions.
- ! Document Suspense screens, SUSF and SUS2, are referred to repeatedly throughout this chapter. Unless otherwise stated, all references to SUSF are understood to be references to both SUSF and SUS2.
- ! The term "processing" takes into account any action affecting the status of a batch or document on the suspense file. This includes approving, deleting, holding, overriding, queuing, running, scheduling, unapproving and undeleting one or more batches or documents.
- ! New conventions are used in this chapter to identify field names. Field names are now spelled out, and they are bold with the first letter of the first word of the field capitalized. For example, the ORG field will be referred to as the **Organization** field.
- ! The terms "suspense file" and "document suspense table (DST)" are used interchangeably.

The following items consist of information you should be aware of when using this chapter, though these are not necessarily "conventions" used in preparing this chapter:

- ! With the exception of the ACCESS command, all of the SUSF function commands described in this chapter are dependent upon an action of **S (Scan)** or **R (Refill)** being entered in the **Action** field. Whenever ACCESS is used an action of **S (Scan)** must be entered in the **Action** field.

In any case, if any actions other than **S** or **R** are entered in the **Action** field, that action will take precedence and the function command will be ignored.

- ! SUSF allows you to select one or more batches or documents for most function commands. Type **X** in the **Selection** field next to each batch or document in which you are interested.

Terminology

The following terms will be used throughout this chapter. Definitions are provided for a clear understanding of the AFS terminology being used.

- ! *Batch*. A group of like documents controlled by a batch header.
- ! *Batch ID*. This ID uniquely identifies an input batch and is composed of three parts:

Batch Type	(3 Characters)
Agency Code	(3 Characters)
Batch Number	(1-6 Characters)

- ! *Batch Header*. A special screen identifying and controlling an entire batch. A batch header usually contains the batch number, the number of documents that make up the batch, and the total dollar amount associated with those documents. A batch header usually appears as a separate screen.
- ! *Document*. A single input form containing a number of related entries.
- ! *Document Data Maintenance (DDM)*. The facility that enables batch and document data entry, correction, and processing.
- ! *Document Header*. The section of the input form containing information common to all line entries on the form. The document header appears at the top of the form, and also appears at the top of the screen.
- ! *Document ID*. This ID uniquely identifies an input document and is composed of three parts:

Document Type	(3 Characters)
Agency Code	(3 Characters)
Document Number	(1-11 Characters)
- ! *Document Suspense Table (DST)*. A system table used for storing documents in process, facilitating data entry and correction.
- ! *Function*. A process executed by entering a command in the **Function** field of the SUSF and DDM screens. The types of functions vary from screen navigation commands to document entry, correction and processing commands.
- ! *Line Entry*. A single line item entered on an input form. Each entry usually contains a number of data fields (e.g., account number, amount).
- ! *Master Table Interface (MTI)*. The facility that allows you to view and modify the contents of application and system control tables.

- ! *Transaction Code.* Document Type and Batch Type are often referred to by this name. This is the two character definition defining a type of batch or document. For example, the transaction code for a payment voucher is PV.

Basic Concepts

The following sections cover some of the basic concepts behind AFS batch and document processing.

The Processing Cycle

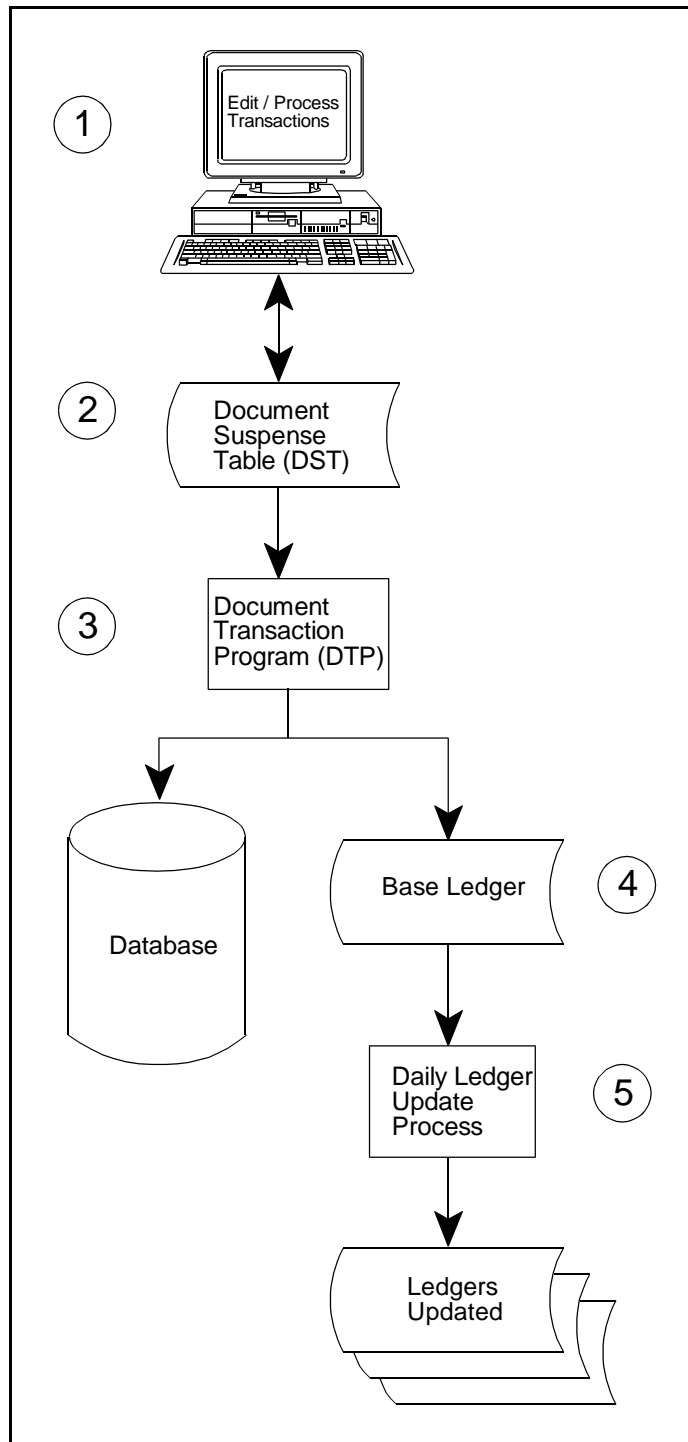
Figure 4-1 presents an overview of the transaction processing cycle. Events in this process are identified with circled numbers and explained below:

1. Data entry can begin as soon as you are signed on to an online AFS session.
2. The data entered through DDM is stored in the Document Suspense Table (DST).

Different transactions remain on the suspense files for different lengths of time. Accepted transactions and those marked for deletion remain on the suspense file until the next time the Database Archive utility (DBARC) runs (with specified date parameters). DBARC archives all accepted and deleted records and removes them from the suspense file. Rejected transactions remain on the suspense file with associated error messages until they are corrected and accepted or until they are processed and marked for deletion.

3. Transactions are processed by Document Transaction Programs (DTP)s (either online using the RUN command or offline through the nightly cycle process (NCP)). Transactions are either accepted or rejected.
4. Accepted transactions update the database and the Base Ledger. Accepted transactions also remain in the DST for a time period specified by your organization. These transactions can then be accessed but not modified.
5. Accepted transactions are processed by the Daily Ledger Update Process (SPLT or BSPT). This process is more commonly referred to as "Split" or "Base Split."
6. The Daily Ledger Update Process updates the various system ledgers, as appropriate.

Figure 4-1
Batch and Document Processing Cycle



Accessing Batches and Documents

DDM is used to create, correct and process batches and documents. You can access DDM in the following ways:

- ! *Use the menus.* Most AFS documents can be accessed via the menu system. See the "Menu Processing" chapter of this manual for more information about the delivered menu system.
- ! *Leaf from MTI.* You can leaf from any MTI screen directly to the first screen of a new batch or document.
- ! *Use SUSF.* SUSF is the interface for the Document Suspense Table (DST). It allows you to interact with the DST in the following ways:
 - a. Select batches or documents for editing, copying or processing.
 - b. Select transactions for processing.
 - c. Create a new batch or document.
- ! *Use DDM.* You can access any existing batch or document from the command area of any DDM screen.

Once you access DDM, you can access any existing transaction or create a new batch or document by entering the appropriate data in the command area. Each of the methods of accessing DDM are described in detail in the following sections.

Leaf From MTI

If you are currently at any screen in MTI, you can use the **L (Leaf)** action to display a blank batch or document screen in DDM. Once in DDM, you have the option of creating either a new batch or document.

To use the MTI leaf feature to create either a new unbatched document or a new batch, move the cursor to the **Action** field, type **L (Leaf)**, type a valid transaction type in the **Screen** field, and press <ENTER>. DDM will automatically display a blank batch or document header and will place the function command NEW into the **Function** field. For information on creating a new batch or document from the **Function** field of a DDM transaction screen see the "Creating a New Batch or Document Using DDM" section of this chapter.

Use SUSF

You can either specify the ID of the batch or document you want to change, or you can select from the list displayed on SUSF. Both methods are explained below.

To access a batch or document with a known ID, move the cursor to the **Function** field, type **access**, press <TAB> to move the cursor to the selection line, type the exact document ID and press <ENTER>. If a batch is selected, the specified batch header will be displayed. Otherwise, the first screen of the specified document will be displayed.

If you are not sure of the exact transaction ID, you will want to use the selection line to scroll through the transactions listed on the Document Suspense File (DSF). To do this, move the cursor to the selection line (the first row) and enter either a full or partial key. If a full key is entered, SUSF will automatically display the transaction referred to in the selection line. If a partial key is entered, SUSF will automatically display the first transaction ID matching your key on the first row.

After locating a specific document on SUSF, there are two ways to access existing documents for correction:

- ! Type **S (Scan)** in the **Action** field, move the cursor to the **Selection** field of the document to be modified and press <ENTER>. In this case, DDM automatically assumes the **ACCESS** command in the **Function** field of SUSF.
- ! Type **access** in the **Function** field and either type **X** in the **Selection** field of the document to be selected, or enter the exact batch ID and/or document ID in the selection line and press <ENTER>.

In either case, you will automatically leaf to the document selected on SUSF.

Use DDM

Any existing batch or document can be accessed from the command area of a current DDM screen using the GET function command.

To use the GET command, move the cursor to the **Function** field and type **G (Get)**. Specify the ID of the batch or document to be accessed using the following criteria:

- ! If an unbatched document is being accessed, only enter the document ID.
- ! If a batched document is being accessed, enter both a batch ID and a document ID.

Getting an unbatched document. After entering the document ID, DDM displays the document header screen of the document entered, ready for you to edit the existing data.

Getting a batched document. After entering the batch ID and the document ID, DDM displays the document header screen of the document entered, ready for you to edit the existing data.

In either case, if the document has been accepted (a status of ACCPT) the header screen of the document will be displayed in read-only mode.

Note: If you are currently using a new document, DDM will require you to save or discard that document before using the GET command.

Choosing Between SUSF, SUS2, and DDM

SUSF, SUS2 and DDM allow you to perform a variety of document handling and scheduling actions through the use of the **Function** field displayed on all of these screens. While SUSF and SUS2 access document screens in exactly the same way, there are advantages in choosing between these screens which display slightly different information found on the suspense file. Use the following list as a guide to choosing between working with SUSF and SUS2:

- ! *Use SUSF for:* finding the last update date for a specific batch or document
finding the user ID of the last user updating a specific batch or document
setting the future processing date of a batch or document
- ! *Use SUS2 for:* finding the original entry date for a specific batch or document
finding the last terminal used to update a specific batch or document.

In addition to this, there are features available on SUSF and SUS2 which are not available on DDM, and there are features which can only be used on DDM. Use the following list as a guide to choosing between working with SUSF and DDM:

- ! *Use SUSF for:* accessing a specific batch or document without entering the ID
executing the same command against multiple documents and/or batches at once
copying the data from an existing document to a new document ID
- ! *Use DDM for:* creating a single new batch or document from any DDM screen
modifying a single, existing, document of batch from any DDM screen
"edit"ing a batch or document
displaying batch approvals
overriding batch approvals
setting verification on batches and documents

copying, deleting, and inserting detail lines in a document
adding text to a document

SUSF Screen Areas The SUSF and SUS2 screens are organized into five distinct areas: The action line area, the extended action area, the selection area, the detail line area and the message area. *Figure 4-2* is an example of the SUSF screen. Descriptions of these areas follow *Figure 4-2*.

Figure 4-2
SUSF Screen Areas

ACTION: S SCREEN: SUSF USERID:

FUNCTION:

Action Line Area:

- ! The action line area is used to specify MTI actions to be performed. All MTI actions except **A (Add)**, **C (Change)**, **D (Delete)** and **G (Get)** are valid. These actions are excluded on SUSF because documents are added, modified and processed using the **Function** field. An MTI action of **S (Scan)** or **R (Refill)** must be entered whenever a function command is specified.
- ! A special case exists when the MTI action is **S (Scan)** and the cursor is placed in the selection field next to a batch or document. In this case, the **access** command is put into the **Function** field and the selected batch or document will be accessed.

Extended Action Area:

- ! The **Function** field is used to specify commands for data entry, correction and processing of batches and documents.

- ! The **Organization** field must be completed if your authority for entering documents is restricted to certain organizations. Whenever the **Organization** field is completed on SUSF, it is validated against Organization (ORG2) and, if valid, will be put into the **Organization** field of the batch or document. **The State of Louisiana does not restrict access to organizations using SUSF.**

Selection Line Area:

- ! The selection line (the first row) is reserved for user input and is always left blank by the system. This row is used to:
 - specify a particular batch or document
 - specify the starting point for the list of transactions displayed
 - restrict the transactions displayed to those with a specific status.
- ! Enter the *full key* (i.e. the entire ID) of a specific batch or document to display a list of specific transactions or to start the list at a particular point. For example, the full key for the transaction listed on the second line of Figure 4-2 would be **PO 107 PO 107 97503119**.
- ! Enter a *partial key* to start the list at a particular point. For example, partial keys for the transaction on the second line of Figure 4-2 include **PO** (which would start the list with the first PO) and **PO 107** (which would start the list with the first PO document with an agency of 107).
- ! The **Status** (STAT) field can be used independently or in combination with any partial key entered to display documents with a common status. For example, you can display all PO documents with a particular status, such as HELD, or you can display all HELD documents currently on DST.

Detail Line Area:

- ! This area is used to display batch and document identification and status information. With the exception of the **Selection** (SEL) and **Process Date** fields, this information is display-only and can be updated only by using SUSF function commands.
- ! When you enter a function command, you can specify the batch or document(s) to be selected by typing **X** in the corresponding **Selection** (SEL) field.

Message Area:

- ! The system may display messages at the bottom of the screen. Up to three message lines (i.e. six messages) can be displayed at one time.

DDM Screen Areas

Document Data Maintenance (DDM) screens have a standard format consisting of up to five distinct areas: the batch header area, the command area, the document header area, the document line area, and the message area.

Figure 4-3 and Figure 4-4 indicate where each of these areas appears on a typical DDM screen. Descriptions for each of the five areas follow.

Figure 4-3

*DDM Screen Areas:
Batch Header Screen*

FUNCTION:	DOCID:	09/23/98 09:05:41 AM
STATUS:	BATID: PO 107 013103	ORG:
B-	PURCHASE ORDER BATCH FORM	
BATCH DATE:		
NUMBER OF DOCUMENTS:	1	NET AMOUNT: 5,000.00
ACTUAL BATCH COUNT:		ACTUAL BATCH AMOUNT:

Command Area:

- ! The first two lines of any DDM screen are referred to as the command area. These lines are used for accepting user functions and displaying status and control information.

Batch Header Area:

- ! The batch header is a separate screen which stores statistics about a specific batch. These statistics include: batch number, number of documents currently in the batch and the total amount obligated by those documents.

Figure 4-4
DDM Screen Areas:
Document Screen

FUNCTION:		DOCID: PO 107 97503119		.../.../... ..	
STATUS: ACCPT		BATID: PO 07 0313103		ORG: 001-001 OF 001	
H- PURCHASE ORDER INPUT FORM					
PO DATE: 09 23 98		ACCTG PRD:		BUDGET FY: 99	
ACTION: E		ORDER TYPE: 1		PART/FINAL: COMMENTS:	
VENDOR: 160484732 00		NAME: OCCIDENTAL CHEMICAL CORP			
INT IND:		SELLER FUND:		SELLER AGENCY:	
CALCULATED DOC TOTAL:		5,000.00		DOC TOTAL: 5,000.00	
LN	REF RQ				JOB
NO	NUMBER	LN	FUND AGY	ORG/SUB	APPR UNIT ACTV FUNC OBJ/SUB NUMBER

	TEXT RPTG	UNITS	DESCRIPTION		AMOUNT I/D

01-		01	107 107	1012 100	3460
02-					5,000.00
03-					
A--*HS60-DOCUMENT MARKED FOR READ ONLY					

Document Header Area:

- ! The next block of lines on the document screen is the document header. Document header lines display information about the document as a whole. A document usually consists of a document header and one or more detail lines. The number of lines on the screen making up the document header vary from one document screen to another.
- ! When the document displays too many detail lines to fit on one screen, document header data will automatically be carried forward to subsequent screens. If the document header alone occupies the entire screen, the detail lines will appear on separate screens without the header.

Document Lines Area:

- ! Each input document can contain space for the entry of detail lines, or accounting line entries, each of which can occupy one or more physical lines on the screen. The size of the detail line area will vary from one document to another, but in all cases this area is considered by DDM to be a separate area from the document header area. If a document requires more lines than are available on a single screen, another blank screen will be displayed so that you can continue entering data.

- ! The relative position of the line within the current screen is indicated by a number at the left end of the line.

Message Area:

- ! After a document has been processed and errors are detected, *or* after you have pressed <ENTER>, the system may display messages on the last three available lines of the screen. There are two types of messages:
- *Error messages related to the batch or document.* These messages will appear only after a batch or document has been processed.
 - *Messages relating to your actions during the online data entry session.* These messages may tell you that you are trying to do something that is not permitted or that your last action was successfully performed with the given results.

Field Descriptions For SUSF and DDM Screens

The following sections provide sample screen prints and field descriptions for Document Suspense (SUSF and SUS2) screens and for DDM screens.

SUSF and SUS2

Layouts for both SUSF and SUS2 are displayed in *Figure 4-5* and *Figure 4-6* and complete field descriptions for each screen follow.

Figure 4-5
Document Suspense (SUSF) Screen

ACTION: . SCREEN: SUSF USERID:											
FUNCTION: ORG:											
DOCUMENT S U S P E N S E											
S	BATCH				DOCUMENT				PROCESS		
E	-----										
L	TYPE	AGCY	NUMBER	TYPE	AGCY	NUMBER	STAT	APPRV	LAST	LAST	DATE
									DATE	USER	(YYMMDD)

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Figure 4-6
Document Suspense (SUS2) Screen

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ACTION: .   SCREEN: SUS2 USERID:
FUNCTION: ..... ORG: ....

      D O C U M E N T   S U S P E N S E   ( P A R T   2 )

S          BATCH                      DOCUMENT
E  -----
L  TYPE AGCY NUMBER    TYPE AGCY    NUMBER    STATUS APPRV    ENTRY    LAST
-  - - - - -           - - - - -         - - - - -       - - - - -     - - - - -
  ..  ..  .....      ..  ..  .....      .....        .....
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Field Name	Description
FUNCTION	The Function field is used to enter commands beginning data entry, correction, or processing of batches and documents, or modifying the status of batches and documents. See the function commands section of this chapter for a complete list of valid commands.
ORG	The Organization field must be completed if your authority for entering batches and documents is restricted to certain organizations. Whenever the Organization field is completed on SUSF, it is validated against Organization (ORG2) and, if valid, is automatically placed in the Organization field of the batch or document. The State of Louisiana does <u>not</u> restrict access to organizations using SUSF.
SEL	When you enter a function command, specify the batch(es) or document(s) to be selected by typing x in the corresponding Selection field(s). Multiple batches and documents can be selected by marking more than one Selection field. When a Selection (SEL) field is marked next to a document, or batch, that transaction is selected. When a Selection field is marked on a row displaying a batch header, all eligible documents in that batch are selected.

<u>Field Name</u>	<u>Description</u>
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BATCH:

TYPE	The batch ID uniquely identifies each batch of documents. The Batch Type is the first part of the batch ID. It identifies the document transaction type of the batch.
AGCY	The Batch Agency field is the second part of the batch ID. It is used in security validation and corresponds to an entry in the Agency (AGC2) table.
NUMBER	The Batch Number is the third part of the batch ID. In combination with transaction type and agency, this number uniquely identifies the batch.

DOCUMENT:

TYPE	The document ID uniquely identifies each document. The document Document Type is the first part of the document ID. It identifies the transaction type of the document.
AGCY	The Document Agency field is the second part of the document ID. It is used in security validation and corresponds to an entry on Agency (AGC2).
NUMBER	The Document Number is the third part of the document ID. If you are using automatic document numbering, type the document type followed by a # in this field. Otherwise, you must supply this number in order to uniquely identify the document.
APPRV	The approval flags are displayed for each transaction listed on the screen.
[SELECTION LINE]	The selection line (the first row) is reserved for user input and is always left blank by the system. For more information on using the selection line, see the "SUSF Screen Areas" section of this chapter.

<u>Field Name</u>	<u>Description</u>
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SUSF ONLY:

STAT	The status of the batch or document is displayed in the Status field. You can enter a specific status in the selection line to limit the display to batches and documents with a specific status. For example, you can specify a status of ACCPT in the selection line (with all other data entry fields being left blank), and the system will display only batches and documents that have a status of ACCPT.
LAST DATE	The last update date is displayed for each transaction listed on the screen.
LAST USER	The user ID of the last user to update that batch or document is displayed in this field.
PROCESS DATE	The process date is used to establish the future processing date of a batch or document by the nightly cycle process (NCP). Updates to this field are only valid when a CHANGE command is entered. This date is entered and displayed in YYMMDD format.

SUS2 ONLY:

STATUS	The status of the batch or document is displayed in the Status field. You can enter a specific status in the selection line to limit the display to batches and documents with a specific status. For example, you can specify a status of ACCPT in the selection line (with all other data entry fields being left blank), and the system will display only batches and documents that have a status of ACCPT.
ENTRY DATE	The original entry date is displayed for each transaction listed on the screen.
LAST TERMINAL	The last update terminal is displayed for each transaction listed on the screen.

DDM

All DDM screens share a basic layout like the payment voucher (PV) input form screens displayed in *Figure 4-6a*. Complete field descriptions for DDM screens follow Figure 4-6a.

Figure 4-6a
Sample AFS Document
Header Screen

FUNCTION: DOCID: PV
STATUS: BATID: ORG:
H-
PAYMENT VOUCHER INPUT FORM

PV DATE: ACCTG PRD: ... BUDGET FY: ...
ACTION: . PV TYPE: . ACT DEL DT: ... SCH PAY DATE: ...
OFF LIAB ACCT: FA IND: . DOCUMENT TOTAL:
EFT IND: . APPLICATION TYPE: .. USE TAX AMT:
CALC DOC TOTAL:
VENDOR CODE: CHECK CATEGORY: SINGLE CHECK FLAG: .
VENDOR NAME: TAX CODE: ...
ADDR1:
ADDR2:
ADDR3:
FREIGHT IND: . FREIGHT TOT: FREIGHT I/D: .
TOTAL AMT: TOT AMT I/D: . CALC TOT AMT:
TOTAL QTY: TOT QTY I/D: . CALC TOT QTY:
SELLER: FUND: AGCY: ORG: SUB-ORG: ..
APPR UNIT: ACTV: FUNC: REV SRC: SUB-REV: ..
JOB NO: RCAT: OBJECT: SUB-OBJ: ..
OFF REC ACCT: BS ACCT:

Figure 4-6b
Sample AFS Document
Line Screen

FUNCTION: DOCID: PV
STATUS: BATID: ORG: 000-000 OF 000

LN REFERENCE COM VENDOR INV
NO CD NUMBER LN LN INVOICE LN DESCRIPTION

D SUB FUNC SUB REV SUB
T FUND AGCY ORG ORG APPR UNIT ACTV TION OBJ OBJ SRC REV JOB NO

BS
REPT CAT ACCT QUANTITY I/D FREIGHT AMOUNT I/D AMOUNT I/D

TAX CODE TAX AMOUNT TOTAL AMOUNT P/F

01-
.....
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02-
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<u>Field Name</u>	<u>Description</u>
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FUNCTION	The Function field is used to enter commands requesting actions against a batch or document. These commands are processed by DDM. See the function commands section of this chapter for a complete list of valid commands.
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DOCID	The document ID is made up of the following sections:
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The document ID uniquely identifies each document. The **Document Type** is the first part of the document ID. It identifies the type of document.

The **Document Agency** field is the second part of the document ID. It is used in security validation and corresponds to an entry in Agency (AGC2).

The **Document Number** is the third part of the document ID. If you are using automatic document numbering, type document type followed by a # in this field. Otherwise, you must supply this number in order to uniquely identify the document.

[DATE /TIME]	Display only. This field displays the current system date and time.
-----------------	---

STATUS	Display only. Used to display the status of a batch header or document.
--------	---

BATID	The batch ID uniquely identifies each batch of documents. It is made up of the following three sections:
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The **Batch Type** is the first part of the batch ID. It identifies the document transaction type of the batch.

The **Batch Agency** field is the second part of the batch ID. It is used in security validation and corresponds to an entry in Agency (AGC2).

The **Batch Number** is the third part of the batch ID. In combination with transaction type and agency, this number uniquely identifies the batch. You must enter this number.

ORG	This field must be completed when new batches or documents are created if your authority for entering batches and documents is
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<u>Field Name</u>	<u>Description</u>
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restricted to certain organizations. Whenever the **Organization** field is completed on SUSF, it is validated against Security (STAB) and is placed in the **Organization** field of the batch or document, if it is valid. The State of Louisiana does not restrict access to organizations using SUSF.

[DETAIL LINES/ DISPLAY STATUS]	Display only. This field displays the total number of detail lines in the batch or document and which detail lines are being displayed. For example, if the document has 15 detail lines and the screen can display only 7, the first screen will display 001-007 OF 015 indicating that detail lines 1 through 7 of 15 are being displayed.
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Using SUSF and DDM

The following topics are covered in this section:

- ! creating a new batch or document
- ! completing the first screen
- ! continuation screens for DDM
- ! saving and discarding batches and documents
- ! processing batches and documents
- ! read-only mode.

Creating a New Batch or Document

New batches and documents can be created using the following methods:

- ! the NEW function command
- ! the COPY function command.

Once you have initiated either new document entry or new batch header entry, the procedures for entering transaction data are the same. All of the methods listed above are described in the following sections.

New Command

The NEW command can be used to create both new batches and new unbatched documents. To use the NEW command, move the cursor to the **Function** field and type **new**. Specify the ID of the batch or document to be created, using the following criteria:

- ! If a new unbatched document is being created, only enter a new document ID (Note: to use auto document numbering, you must type the document type followed by a # in the **Document Number** field). DDM will display a blank document header screen for you to begin entering data. *Figure 4-7* shows a completed SUSF screen for creating a new unbatched purchase order. *Figure 4-8* shows a completed command area for creating a new unbatched purchase order from a DDM screen.

- ! If either a new batch is being created, or a new document within a batch is being created, enter both a batch ID and a document ID. After entering both the complete batch ID and the document ID, DDM will display a blank batch header for you to begin entering data.

Note that if a new document is currently displayed in DDM, you must type either **save** or **discard** in the **Function** field before using the NEW command to create another unique document.

Figure 4-7
Creating a New
Document from SUSF

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ACTION: S  SCREEN: SUSF  USERID:
FUNCTION: NEW                ORG:

      D O C U M E N T   S U S P E N S E

S      BATCH              DOCUMENT
E -----
L TYPE AGCY NUMBER TYPE AGCY  NUMBER  STAT  APPRV  LAST   LAST   PROCESS
  -----
                                DATE   USER   DATE
                                (YYMMDD)
  -----
                                PO    107  PO#

```

Figure 4-8
Creating a New
Document from
a DDM Screen

```

FUNCTION: NEW                DOCID: PO    107  PO#                ../... ..:..:..
STATUS: ACCPT                BATID:                ORG:                001-001 OF 001
H-                            PURCHASE ORDER INPUT FORM

      PO DATE: 09 23 98  ACCTG PRD:                BUDGET FY: 99
      ACTION: E            ORDER TYPE:                PART/FINAL:                COMMENTS:
      VENDOR: 001424881 00 NAME: BOOKS UNLIMITED
      INT IND:                SELLER FUND:                SELLER AGENCY:
      CALCULATED DOC TOTAL:                100.00  DOC TOTAL:                100.00
      LN  REF RQ                LN FUND AGY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB  JOB
      NO  NUMBER                -----
      TEXT RPTG UNITS                DESCRIPTION                AMOUNT  I/D
      -----
01- 01                107  107 1509    100                3100
                                100.00
02-
03-

A--*HS60-DOCUMENT MARKED FOR READ ONLY

```

Copy Command

The COPY function command can be used to copy all of the transaction data from a selected document, batched or unbatched, into a blank document on SUSF or SUS2.

To use the COPY function command, move the cursor to the **Function** field and type **copy**. Next, enter a unique document ID on the **Selection Line (the first row)**, type **x** in the **Selection (SEL)** field of the document being copied and press <ENTER>. DDM will display the header screen of the newly copied document. All of the document data will be copied, and the **Document ID** field will be filled with the newly assigned transaction ID.

Completing the First DDM Screen

Once a document screen is displayed in DDM, you can begin to enter new data.

While several documents display both header and line information on the same screen, most documents display the header and line screens separately. On any header screen, regardless of whether all of the lines have been filled, if you press <ENTER>, DDM will display the next logical screen for that document. If all of the lines on a detail line screen have been filled and <ENTER> is pressed, DDM will display a new detail line screen for that document. Other useful commands for navigating batches and documents are:

! BACK	Displays the screen immediately preceding the current screen.
! BOTTOM BAT	Displays the last document header in the current batch.
! BOTTOM DOC	Displays the last screen of detail lines in the current document (batched or unbatched).
! TOP BAT	Displays the batch header of the current batch.
! TOP DOC	Displays the document header of the current document.

When you have completed entering transaction data on the current screen, you can either enter a function command, or leave the **Function** field blank and press <ENTER>. If a function command is entered, that command will be executed. If the **Function** field is left blank, then the next logical screen is displayed.

DDM stores accepted and corrected documents in a temporary document work area. Each time you press the <ENTER> key, the document work area is updated. The document work area is written to the Document Suspense Table (DST) only when a function is entered that specifically causes this action to be taken, such as the SAVE command.

Continuation Screens

The system recognizes that you are entering data and will display a series of blank data entry screens, or continuation screens, as long as:

- ! the last line on the current data entry screen contains data

- ! no commands other than [blank], NEW, and SAVE are currently entered in the **Function** field.

(Note: If the current data entry screen is a document header all you need to do is press <ENTER> to continue to the next screen.)

The screen displayed to the user is based on specific transaction type and the following criteria:

- ! *New batch.* (Assuming both the BATCH ID and the DOC ID were entered during batch creation) Only after <ENTER> is pressed will the blank document header for the document be displayed.
- ! *New batch.* (Assuming that only the BATCH ID was entered during batch creation) When <ENTER> is pressed while the batch header is displayed, the system defaults the NEW command in the **Function** field. To display the first blank document screen in the batch, enter the DOC ID and press <ENTER>. The next screen displayed will be a blank document header screen.
- ! *New document.* (Assuming that the document header resides on a screen without detail lines) When <ENTER> is pressed, the system saves the document header in the document work area. If the **Function** field is left blank, a blank screen containing detail lines is displayed.
- ! *New document.* (Assuming that the document header resides on a screen with detail lines) When <ENTER> is pressed, the next screen of detail lines is displayed.
- ! *Detail lines.* (For all transactions) When detail lines are being entered (either on a screen with the document header or on a screen by themselves) the system displays another blank screen of the same type if the last detail line contains data.

Save and Discard Commands

If you attempt to exit DDM while a new document is displayed, DDM prompts you to use either the SAVE or DISCARD command before leaving that document.

The DISCARD function command clears the document work area. All work since the last time the suspense file was updated is lost. If no command has been entered in the **Function** field causing the document to be written to the suspense file, then this action effectively cancels the document entry. If the document has been previously saved on the DST then it still exists there in its previous state.

The SAVE function command updates the document work area and saves the entire document on the suspense file.

Processing Batches and Documents

SUSF processing function commands include APPROVE, UNAPPROVE, DELETE, UNDELETE, HOLD, OVERRIDE, RUN and SCHEDULE.

On SUSF, processing commands are executed by typing **x** in the **Selection** field of one or more batches or documents, typing the processing command to be used in the **Function** field and pressing <ENTER>. There are exceptions, which include the RUN command, where only one batch or document can be selected at one time. Also, the header or line screen of batches or documents must be accessed to perform the APPROVE and UNAPPROVE commands.

The DDM processing function commands include APPROVE DOC, UNAPPROVE DOC, DELETE BAT, DELETE DOC, UNDELETE BAT, UNDELETE DOC, HOLD BAT, HOLD DOC, OVERRIDE BAT, OVERRIDE DOC, RUN BAT, RUN DOC, SCHEDULE BAT and SCHEDULE DOC.

On DDM, all processing commands are executed by typing the processing command to be used in the **Function** field of the current batch or document and pressing <ENTER>.

Read-Only Mode

Read-only mode allows you to view a batch or document but does not allow you to change information. There are two ways to view a batch or document using read-only mode: you can either use the VIEW function command, or you can access a document with a status barring updates and receive read-only access automatically.

Users have the option of viewing batch or document data in read-only mode using the VIEW function command. To use the VIEW command, move the cursor to the **Function** field on SUSF, type **V (View)**, move the cursor to the **Selection** field of the batch or document to be viewed in read-only mode, type **X** and press <ENTER>. The header screen for the batch or document selected will be displayed.

When the function command ACCESS or GET is entered on the SUSF screen, and the transaction being accessed has a status barring updates (for example: accepted), or if you have read-only authority, the system will automatically grant read-only access. If you attempt to make a change to a document in read-only mode, the system will reject the change and issue the message UPDATES IGNORED/READ ONLY MODE.

Function Commands for SUSF and DDM

The following section lists valid function commands for SUSF and DDM. These commands are organized in a table with the following headings:

- ! function command
- ! short command
- ! description
- ! multiple batches and documents (SUSF only)
- ! function key (DDM only).

The **Function Command** column lists the actual commands recognized by the system. These function commands are entered in the **Function** field of SUSF and DDM screens. While all of the commands in this column are valid entries in the **Function** field, most users will prefer to use the commands listed in the **Short Command** column.

The **Short Command** column lists all of the short, or abbreviated, commands delivered with AFS for each function command.

The **Description** column lists a short definition of what the function command actually does.

The **Multiple Batches and Documents** column for SUSF indicates whether you can select multiple batches and/or documents for that specific command.

The **Function Key** column for DDM lists the function key assigned to each command.

Short commands and function keys can be assigned to any function command, or combination of function commands. For information on adding or changing these assignments, refer to the description of Program Function Definition (PFDF) in the *System Control Tables* manual.

DDM commands affecting an entire batch have the same effect as selecting all eligible documents within that batch. Note that a batch must be edited (to insure a balanced batch) before the individual documents within that batch can be scheduled.

SUSF Function Commands

SUSF Function Command	Short Command	Description	Multiple Batches & Documents
[blank]	N/A	<p>When the Function field is blank, any of the following actions can be performed:</p> <ul style="list-style-type: none"> • If all Selection (SEL) fields are also blank, and an Action of S (Scan) is entered, the first screen of the suspense file will be displayed. If an Action of R (Refill) is entered, the suspense file display scrolls forward. • If the cursor is moved to the Selection field of a batch or document, and an Action of S (Scan) is entered, DDM automatically infers the ACCESS command into the Function field and the selected batch or document will be accessed. • If the selection line contains a partial key, the display changes based on the provided data. 	
ACCESS	G	<p>Displays the header screen of the document selected. If a batch header is accessed, then the batch header will be displayed.</p> <p>If the current status is ACCPT (accepted), you can view the transaction data, but you cannot change anything. If the current status is DELET (marked for deletion), you cannot access the batch or document. Otherwise, you have full access to update the accessed batch or document.</p>	
APPROVE	A+	Applies your approval authority to the selected batches and/or documents.	
CHANGE	DT	<u>SUSF Only.</u> Enter a new processing date into the Process Date field of selected batches and documents. The processing date will change to the date entered.	X
COPY	C	Allows you to begin data entry on a new batch or document by copying data from an existing batch or document. The selection line must be filled in with the new document ID and the Selection field next to the document being copied must be filled to use the COPY command.	
DELETE	D	Marks selected batches or documents for deletion from the suspense file.	X

SUSF Function Command	Short Command	Description	Multiple Batches & Documents
HOLD	H+	Changes the status of all selected batches and/or documents to HELD.	X
NEW	N	Displays a blank data entry screen for a new batch header or document (Either a blank document header screen or a blank batch header can be created, depending on the key specified). The selection line must be completed for this function and no other selections are allowed.	
OVERRIDE	OV	Applies your error override authority to all selected batches and documents.	X
RUN	R W	Submits the selected batch or document for foreground processing. If the batch or document is processed without errors, SUSF is redisplayed. If errors are detected, the first screen of the first transaction with errors is displayed.	
SCAN	V	Displays the header for the selected batch or document and read-only access is granted.	
SCHEDULE	S	Changes the status of all selected batches or documents to SCHED. The next time the nightly cycle process (NCP) runs, all batches and documents with a status of SCHED will be selected for processing.	X
UNAPPROVE	A-	Removes the applied approvals from the selected batches and documents, based upon your authority.	
UNDELETE	UD	Changes the status of all selected batches and documents that have been previously marked for deletion, and still remain on the suspense file, to HELD.	X

DDM Function Commands

DDM Function Command	Short Command	Description	Function Key
N/A	[blank]	DDM will update the document work area and display the next logical screen within the current batch or document depending on the following criteria: <ul style="list-style-type: none"> On any header screen, regardless of whether all of the lines have been filled, if you press <ENTER>, DDM advances to the first detail line screen of the current document. If data has not been keyed into all of the lines of a detail line screen and <ENTER> is pressed, DDM redisplay the same data entry screen. If all of the lines on a detail line screen have been filled and <ENTER> is pressed, DDM will display a new detail line screen for that document. 	
APPROVE BAT	AB+	Applies your approval authority to the current batch.	24
APPROVE DOC	A+ AD+	Applies your approval authority to the current document.	12
BACK	<	Displays the screen immediately preceding the current screen.	
BOTTOM BAT	BB	Displays the last document header in the current batch.	18
BOTTOM DOC	B BD	Displays the last screen of detail lines in the current document (batched or unbatched).	6
DELETE BAT	DB	Changes the status of all documents within the current batch to DELET. Batches marked as DELET will be removed from the system and archived at a later date.	19
DELETE DOC	D	Changes the status of the current document to DELET. Documents marked as DELET will be removed from the system and archived at a later date.	7
DELETE LINE	DL	Deletes single lines within an existing document. To use this command you must place the cursor on the detail line to be deleted and press <ENTER>. Blank lines cannot be deleted with this command.	

DDM Function Command	Short Command	Description	Function Key
DISCARD	X	Clears the document work area. All work since the last time SUSF was updated is lost. If no function has been entered causing the document to be written to SUSF, this action will cancel document entry.	4
DUP LINE	CL	<p>If the document has previously been saved on SUSF, then it must be accessed and deleted to remove it from SUSF.</p> <p>Duplicates one detail line of the current document. To use this command you must place the cursor on the detail line to be duplicated and press <ENTER>. The new detail line is inserted immediately after the duplicated line.</p>	
EDIT	ES	<p>Interactive editing is performed on the current batch or document. All screen areas within the batch or document, since the last time that the EDIT command was used, are edited.</p> <p>If no errors are detected and all detail lines on the screen contain data, the next logical screen is displayed. If errors are detected, the first screen with errors in the current document is displayed. If a detail line on the screen does not contain data, an EDIT DOC function is performed.</p>	
EDIT BAT	EB	Edits all screen areas within the current batch. If no errors are detected, the batch header is displayed with a message indicating a successful edit. If errors are detected, the screen with the first error detected within the batch is displayed.	20
EDIT DOC	ED	Edits all screen areas within the current document. If no errors are detected, the top of the document is displayed and the status is updated. If errors are detected, the screen with the first error detected within the document is displayed.	8
END <i>screen id</i>	E	The system exits DDM and returns to MTI. If you entered DDM from the SUSF screen, the system would return to SUSF. If you leafed to DDM from MTI, the system returns to the MTI screen where the leaf was entered.	3

DDM Function Command	Short Command	Description	Function Key
		<p>If you enter an END function command and specify a screen ID in the Screen field, the system exits DDM and leafs to the MTI screen specified. For example, if you type e in the Function field and you type fund in the Screen field, the system would return to MTI and display the FUND screen.</p> <p>If you have not saved the latest changes to the document, the system prompts you to either save or discard those changes before allowing the END function command.</p>	
ERRORS	EL	Displays the next screen of detail lines within the current batch or document with error messages.	
FIRST	FL	Displays the first screen of detail lines in the current document.	13
FREE		<p>When a batch or document header is accessed, a flag is set on the Document Suspense Table (DST) marking it as "in use". The system does not allow other users access to the batch or document while the first user is still working on it. When the user exits the batch or document, the DST is updated to remove the "in use" flag.</p> <p>If a user is disconnected while accessing a batch or document, it could be listed as "in use", even though no other user is accessing it. When this occurs, you can reset the "in use" flag on the DST by using the FREE command. The FREE command is used on the SUS2 screen.</p> <p>NOTE: Make sure that no other user is accessing the batch or document before using the FREE command.</p>	

DDM Function Command	Short Command	Description	Function Key
GET	G	<p>Displays the first screen of the selected document. The document ID must be entered in the Document ID field on the screen (to use auto document numbering, you must type the document type followed by # in the Document Number field).</p> <p>If the current status is ACCPT (accepted), you can view the transaction data, but you cannot change anything. If the current status is DELET (marked for deletion), you cannot "get" the batch or document. Otherwise, you have full access to update the accessed batch or document.</p> <p>If you have not saved the latest changes to the document, the system prompts you to either save or discard those changes before allowing the GET function command.</p>	
HELP	H	The system returns to MTI and leafs to the HELP table for that screen. When an action of E (End) is specified within MTI, the system returns to the document screen where the HELP command was entered.	1
HOLD BAT	HB+	Changes the statuses for all documents within the current batch to HELD.	23
HOLD DOC	HD+	Changes the status for the current batch or document to HELD.	11
IGNORE	IG	<p>Interactive editing is performed on the current batch or document.</p> <p>All screen areas within the batch or document, since the last time that the IGNORE command was used are edited. DDM will continue in data entry mode whether or not errors have been detected.</p>	
LAST MORE	LL	<p>Displays the last screen of the current document.</p> <p>Refills the error message area of the current document screen. This command is only valid when the error message area on the current screen overflows. The system automatically defaults this command into the Function field when the overflow condition is detected.</p>	14

DDM Function Command	Short Command	Description	Function Key
NEW	N	Displays a blank data entry screen for a new batch header or document (Either a blank document header screen or a blank batch header can be created be displayed, depending on the key specified).	16
		If the NEW command is used while scanning or accessing a document, DDM prompts you to either save or discard the current document first.	
NEW LINE	IL	Creates new lines, one at a time, within the current document. To use this command you must place the cursor on the detail line that the new line should follow and press <ENTER>. A blank data entry screen will be displayed. You can continue to enter new data as long as all detail lines on the screen contain data. If the cursor is not placed on a specific detail line, the new line will be inserted before the first detail line on the screen.	
NEXT DOC	ND	Displays the first screen of the next document in the current batch.	
NEXT <i>n</i>	+ <i>n</i>	The NEXT command can be used to either display the next line or to move a set number of lines forward where <i>n</i> is equal to the number of lines to move. The number entered for <i>n</i> must be within the range of 1 to 999. If no value is entered for <i>n</i> , the default is equal to 1. If the number entered for <i>n</i> follows the last line, then the last line will be displayed. For example, if you enter NEXT 5, the display will advance forward five lines.	
OVERRIDE BAT	OVB	Applies your override authority to the current batch.	
OVERRIDE DOC	OV OVD	Applies your override authority to the current document.	
PAUSE <i>screen id</i>	Z	When a PAUSE function command is entered the system returns to MTI and leafs to a specific screen. You can specify the screen paused to either on EasyDoc Parameters (EZPM), OR you can enter the four character screen ID as a destination (AFS is delivered with SUSF as the destination screen for the PAUSE command). For example, if you type Z in the Function field and agcy in the Screen field, the system would return to MTI displaying the AGCY screen.	

DDM Function Command	Short Command	Description	Function Key
		From within MTI, you are free to perform any valid MTI actions such as scanning data, updating tables, and moving around from one screen to another. When an action of E (End) is specified within MTI, the system returns to the document screen where the PAUSE command was entered.	
PREV DOC	PD	Displays the first screen of the previous document header in the current batch. Errors will be issued if this command is executed in an unbatched document or if this command is issued from the batch header.	15
PREV <i>n</i>	- <i>n</i>	The PREV command can be used to either display the previous line or to move a set number of lines backward where <i>n</i> is equal to the number of lines to move. The number entered for <i>n</i> must be within the range of 1 to 999. If no value is entered for <i>n</i> , the default is equal to 1. If the number entered for <i>n</i> precedes the first line, then the first line will be displayed. For example, if you enter PREV 5, the display will move back 5 lines.	
RUN BAT	RB	Submits the current batch for foreground processing. The document work area is saved before the batch runs. If no errors are detected, DDM displays the batch header with a message indicating a successful run. If errors are detected, the screen with the first error detected within the batch is displayed.	21
RUN DOC	R RD	Submits the current document for foreground processing. The document work area is saved before the document runs. If no errors are detected, DDM displays the top of the document with a message indicating a successful run. If errors are detected, the screen with the first error detected within the document is displayed.	9
SAVE	US	DDM updates the suspense file. The status of the batch or document is changed to either SCHED or HELD depending on how that specific screen is setup on EasyDoc Parameters (EZPM).	2
SCHEDULE BAT	SB	Changes the status of the current batch header to SCHED and the document work area is saved. The next time the nightly cycle process (NCP) runs, all batches with a status of SCHED will be selected for processing.	22

DDM Function Command	Short Command	Description	Function Key
SCHEDULE DOC	S SD	Changes the status of the current document to SCHED and the document work area is saved. The next time the nightly cycle process (NCP) runs, all documents with a status of SCHED will be selected for processing.	10
SHOW APPROVALS	A	The system determines the approvals that are pending on the transaction and produces error messages indicating the current approval status.	
TEXT	TX	If the Text Indicator field on the current DDM screen is filled with a Y , the TEXT command will reposition in the cursor at the text table associated with that document type. You can enter up to 1000 lines of text pertaining to a specific commodity line onto the text table displayed.	
TOP BAT	TB	Displays the batch header of the current batch.	17
TOP DOC	T TD	Displays the document header of the current document.	5
UNAPPROVE BAT	AB-	Removes your level of approval, as obtained from Security (STAB), from the current batch.	
UNAPPROVE DOC	A- AD-	Removes your level of approval, as obtained from STAB, from the current document.	
UNDELETE BAT	UDB	Changes the status of the current batch to HELD. This command can only be used on batches or documents with a current status of DELET.	
UNDELETE DOC	UD UDD	Changes the status of the current document to HELD. This command can only be used on batches or documents with a current status of DELET.	
UP		Moves the display "up" from the current screen. If the document header is displayed, UP moves the display to the batch header. If detail lines are displayed, UP moves the display to the document header.	
VERIFY	V	Sets the verify flag on the current document. This flag serves as a confirmation to the user that the document has been reviewed. Documents requiring verification will not be accepted without this flag.	

Special Features

The following topics are discussed in this section:

- ! Function key definitions
- ! Approval system.

Function Key Definitions

Most computer keyboards will have either ten, twelve or twenty four function keys across either the top or one side of the keyboard. Both DDM and SUSF support the use of function key assignments for function commands. This means that any command which can be entered in the **Function** field on SUSF or DDM can be mapped, or assigned, to any function key. Assigning commands to function keys can greatly increase speed and efficiency in document processing.

To view current function key settings, move the cursor to the **Action** field of any MTI screen, type **N (Next)**, type **pdfd** in the **Screen** field and press <ENTER>. The Program Function Definition (PFDF) screen will be displayed as shown in *Figure 4-12*. PFDF stores all of the current short commands assigned to DDM and SUSF commands AND all of the function keys assigned to DDM and SUSF commands.

The **Translation Group** field is used to differentiate between the different groups of definitions stored on PFDF. Valid entries for this screen, as it is delivered are DDM (DDM functions and function key assignments), SUSF (SUSF and SUS2 functions and function key assignments) and GEN (functions and function key assignments for the document generation screens). Entering SUSF in this field will display all of the definitions for SUSF, whereas entering DDM or GEN will display all of the definitions for DDM and the document generation screens respectively. The **To Field 1** lists the first command. The **To Field 2** field lists the second command if applicable. The first and second command (if applicable) result from a single key stroke. The **From Field** lists the short command *or* function key assigned to a specific command.

Figure 4-12
*Program Function
 Definition (PFDF)*

ACTION: R SCREEN: PFDF USERID:				
P R O G R A M F U N C T I O N D E F I N I T I O N				
TRANSLATION GROUP= DDM				
FROM		TO		
TYPE	FIELD	TYPE	FIELD 1	FIELD 2
----	-----	----	-----	-----
01- PFK	01	FUNI	HELP	
02- PFK	02	FUNI	SAVE	END
03- PFK	03	FUNI	END	
04- PFK	04	FUNI	DISCARD	END
05- PFK	05	FUNI	TOP DOC	
06- PFK	06	FUNI	BOTTOM DOC	
07- PFK	07	FUNI	DELETE DOC	
08- PFK	08	FUNI	EDIT DOC	
09- PFK	09	FUNI	RUN DOC	
10- PFK	10	FUNI	SCHEDULE DOC	END
11- PFK	11	FUNI	HOLD DOC	END

In Figure 4-12, function key 01 is assigned to the DDM command HELP. This means that while a DDM screen is displayed, if you press the <F1> key on your keyboard this will have the same effect as typing **H (Help)** in the **Function** field and pressing <ENTER>.

To change existing PFDF definitions, move the cursor to the field being modified, type in the modification, move the cursor to the **Action** field, type **C (Change)** and press <ENTER>. PFDF can be changed only by users with the correct security access.

DDM commands cannot be entered on Extended Begin Day (Part 2) (XBG2), and any settings stored on XBG2 automatically have precedence over any settings on PFDF. To properly use the function key assignments established on PFDF, the online control function keys section of XBG2 **MUST** remain blank.

Approval System

The approvals feature enables authorized individuals to approve a document before it is accepted by the system. The entire approval system is optional. Up to five levels of approval are available. The number of approvals required before a transaction is accepted depends on the setup used by your installation.

Normally, batches and documents must pass the edit process successfully before they can be approved. Each installation has the option to allow pre-approvals on batches and documents by setting the **Pre-Approval Allowed** flag on EasyDoc Parameters (EZPM) to **Y**. This option allows batches and documents to be approved, regardless of errors, as long as the user has proper approval authority.